

Minority Data

Schools that have 8 percent or greater minority membership in their student population are required to have minority membership on their school council [KRS 160.345(2)(b)2]. Annually, the Kentucky Department of Education (KDE) calculates data to determine which school councils will need minority members. KDE uses the Superintendent's Annual Attendance Report (SAAR) to calculate this data. This data provides the most accurate data that is available to the staff in the SBDM office. The calculate data is located on the [SBDM technical assistance page](#).

SBDM Verifications Reminder

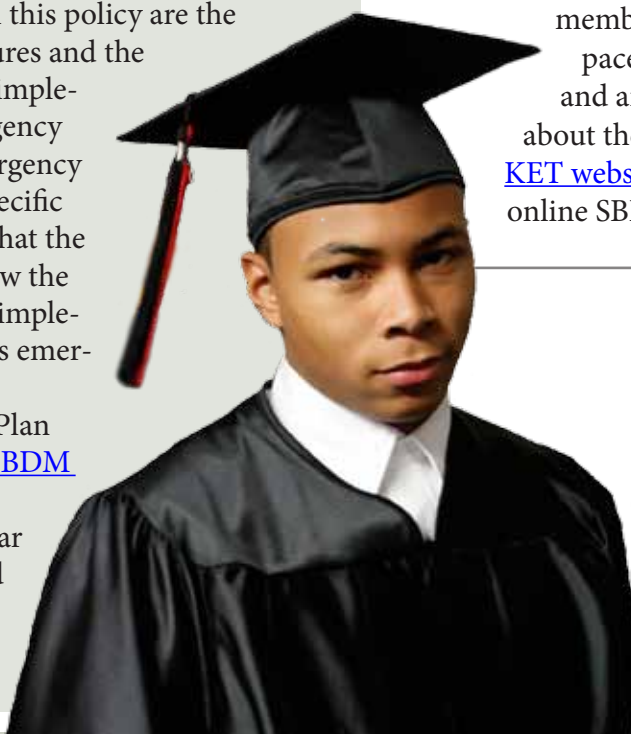
The [link](#) for districts to upload training verification data is available. As a reminder, all school council member verifications are to be entered into the Web application database by Nov. 1. Please ensure that you have all of the data you need prior to beginning the process of inputting.

If you have questions concerning the training verification form, please contact [Judy Littleton](#). If you need assistance with the Web application, please contact [Windy Newton](#).

Emergency Plan Policy

As required by Senate Bill 8 (2013), all school councils will need to adopt an Emergency Plan Policy by Nov. 1. Within this policy are the school's specific procedures and the monitoring required to implement the school's Emergency Plan. Note that the Emergency Plan Policy is not the specific emergency procedures that the school will adopt but how the school will monitor the implementation of the school's emergency plan.

A sample Emergency Plan Policy is posted on the [SBDM homepage](#). The policy sample is not an exemplar policy. Schools will need to develop a policy that meets their individual needs.



Library Media Specialist Requirement

Each school must have a certified library media specialist employed to manage the school's media center. KDE is seeing a rise in schools that are not employing a certified library media specialist. The statute reads: "Schools shall employ a school media librarian to organize, equip, and manage the operations of the school media library. The school media librarian shall hold the appropriate certificate of legal qualifications in accordance with KRS 161.020 and 161.030." [KRS 158.102(2)(a)]. As SBDM coordinator, please ensure that each of your schools' allocated library media specialist positions are filled with a fully certified library media specialist. If you have questions, please contact Sharma Aitken at (502) 564-3791, ext. 4028, or sharma.aitken@education.ky.gov.

SBDM Training Online

As a reminder: KDE has partnered this year with KET to provide the online SBDM required training sessions. The session, Introduction to SBDM, is a facilitated course with a fee of \$95 per participant. Experienced members have several options of self-paced courses that are not facilitated and are free. Access to information about these courses can be found on the [KET website](#). If you have questions about the online SBDM courses, contact [Judy Littleton](#).

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